

[DATE MEMORANDUM IS BEING TRANSMITTED]

GIFTS AND BEQUESTS REQUESTS
TEMPLATE

MEMORANDUM FOR: Chief Financial Officer

FROM: **[NAME OF REQUESTING OFFICIAL]**
[TITLE]

SUBJECT: Request for **[AMOUNT]** from the NOAA Gifts and Bequests Fund for **[IDENTIFY EVENT]** by **[STAFF/LINE OFFICE]**

[TEXT] -- The text of the memorandum should address:

- Why the Gifts and Bequest Funds are being requested, including a clear description of the activity, product, or service being provided;
- A summary of itemized cost estimate;
- Method of Payment to vendor (i.e., credit card [Government or Personal] or personal check);
- How the request will aid or facilitate the work of NOAA;
- Why existing Staff or Line Office resources cannot be used instead of the Gifts and Bequests Fund;
- Whether additional resources other than the Gifts and Bequest Fund, NOAA or otherwise, are being used;
- The dates and nature of the event, planned location, number of persons invited, guest list specifying government and non-government attendees;
- Whether requests involves official travel of government employees;
- The consequences of not receiving the requested funding; and a point of contact (POC) who can respond to questions that arise during the review by the Office of Budget and/or Office of the Under Secretary for Oceans and Atmosphere.